



CTR Statement of Policy on Committees

This provides an overview of each committee, in alphabetical order: its purpose, composition, terms of service, desired membership qualifications, and anticipated number of annual meetings. It also lists policies related to standing and special committees.

In accordance with the CTR Bylaws: "The purpose, composition, and organization of all committees shall be established in a Statement of Policy on Committees, authorized by the Executive Committee. The President shall appoint the Chairs and members of all committees and special committees. The President-elect shall appoint Vice Chairs for all standing committees."

Process: Local Associations will identify their representatives on the Political Fundraising and Risk Reduction Committees. If there is no appointment, the position will remain vacant. CTR will only solicit member interest in committees or work groups when the President needs additional names for consideration.

Standing Committees:

COMMUNICATIONS

Purpose: guide CAR's public relations and marketing efforts when needed or applicable, such as public relations/branding and advertising campaigns. Provide oversight to any special promotion/events such as REALTORS® Reach Out Month and REALTORS® at the Capitol.

Composition: 15 to include a Chair, Vice Chair, DVP for Communications, plus three at-large members per Region. An AE shall serve as one of the at-large Regional representatives.

Qualifications: Marketing, public relations, advertising background or expertise suggested.

Number of Meetings: Two per year, more as needed

FINANCE (includes Strategic Investment Fund)

Purpose: oversee the Association's financial affairs, including reviewing and making recommendations to the Executive Committee; to approve a budget for presentation to the Executive Committee; and to make final decisions related to the Strategic Investment Fund in accordance with policies adopted by the Board of Directors.

Composition: President, President-Elect, Immediate Past President, Treasurer and two members at-large appointed by the President from the elected members of the Executive Committee. The Treasurer shall serve as Chair.

Number of Meetings: Two per year

GRIEVANCE/PROFESSIONAL STANDARDS

Purpose: Grievance is responsible for making determinations as to whether there is any validity to a complaint that would justify holding a full hearing. Professional Standards is responsible for holding ethics and arbitration hearings in accordance with established policies, including offering option for mediation and other expedited processes.

Composition: At least 15 inclusive of Chair and Vice Chair, selected from among those holding the PSCS certification. In accordance with NAR policy, appointments will be approved by the CTR Executive Committee.

Qualifications: Must have experience in chairing hearing panels or participating in local hearings and/or Grievance meetings; and must meet the recommended qualifications outlined in the NAR Professional Standards Manual.

Number of Meetings: When needed (i.e., only to respond to complaints or hold hearings)

ISSUES ADVOCACY

Purpose: promote REALTOR® positions to the general public to create greater awareness of crucial issues and motivate the public to influence their local and State lawmakers; to submit applications to NAR for NAR funding; and to authorize expenditures from the CTR Issues Advocacy Fund

Composition: Eleven members to include a Chair, President, President Elect, Immediate Past President, Legislative/Political DVP, Chair and Vice Chair of the Legislative Committee, and four at-large from among the members of the Legislative Committee

Number of Meetings: When needed

LEGISLATIVE/POLITICAL AFFAIRS

Purpose: formulate public policy positions consistent with CTR's Public Policy Statement, advocating the REALTOR® viewpoint on proposed bills or regulations and, in doing so, informing members and lawmakers of the effects of such legislation on property owners and the real estate business; and recommend new public policies.

Composition: Up to 27 members to include a Chair, Vice Chair, Legislative/Political DVP, Issues Advocacy Chair and up to six representatives from each of CTR's four Regions. One regional representative to be a local association executive.

Qualifications: Proven experience with political issues including relationships with key legislators, commitment to CTR legislative programs (which could include responding to Calls to Action, participation in the PAC, etc.), and/or service on local association legislative committee. Preference given to those who have at least one year on the Political Fundraising Committee or Grassroots Committee. Potential committee members will be asked to complete a qualifications questionnaire.

Number of Meetings: At least monthly during the legislative session (approximately six-seven times per year)

NOMINATING

Purpose: identify, interview and recommend a Slate of Officers for election by the CTR Board of Directors.

Composition: Eleven to include the two immediate past presidents of CTR (who shall serve as Chair and Vice Chair), one Representative from each of the four Regions who shall have served as a local president or as an RVP for that Region, plus five at-large members of which one shall be a past Treasurer, one shall be a past CTR president, two shall be current local board elected officers serving on the CTR Board of Directors and 1 at-large from among the CTR Board of Directors.

Qualifications: Proven experience in leadership positions at the CTR and/or Local Association level. No one accepting an appointment to or serving on the Nominating Committee may be considered for any office being discussed by the Nominating Committee and may not resign to be considered. Consideration of appointments shall be given to geographic diversity.

Number of Meetings: Between two-three times per year

POLITICAL FUNDRAISING

Purpose: educate REALTORS® on the importance of raising funds for RPAC and Issues Advocacy; and to network and share the techniques that are most effective in raising funds.

Composition: Up to 35 members to include a Chair, Vice Chair, Legislative/Political DVP, one representative from each local association, up to 10 at-large members and a local association executive.

Number of Meetings: three to include a fundraising seminar and two additional meetings

REALTORS® GRASSROOTS

Purpose: strengthen REALTOR® member involvement in support of the Association's political, electoral and legislative endeavors at the local, State and National levels. This effort may include enhancing member lobbying efforts for legislation supported/opposed by CTR or NAR, increasing member response to "Calls for Action", promoting attendance at RAC, and encouraging overall REALTOR® grassroots involvement in political campaigns for those candidates endorsed by RPAC.

Composition: Up to 40 members to include a Chair, Vice Chair, plus one representative from each local board/association, up to 15 at-large members and at least one local association executive. The Legislative/Political DVP and RPAC Trustees Chair serve as ex-officio, with a vote.

Number of Meetings: two times per year, with additional meetings on an as-needed basis

RISK REDUCTION

Purpose: identify potential areas of liability, evaluate new/existing risk reduction products and services, recommend risk reduction material or information dissemination, review CTR contracts/forms for recommendation to the appropriate authority and make recommendations for use of the Legal Action Fund in accordance with restricted fund policies.

Composition: 24 members to include a Chair, Vice Chair and up to one member from each local association inclusive of one local association executive. The Communications/Legal DVP shall serve ex-officio, with a vote.

Number of Meetings: two times per year

Special Committees:

ASSOCIATION EXECUTIVES

Purpose: be a resource for Connecticut Association Executives by providing leadership and association management programs to enhance their knowledge and skills, providing networking opportunities for AEs to share their knowledge/experience, and providing a resource for CTR on issues of particular importance to local Boards/Associations and AEs.

Composition: CTR CEO and local Association Executives.

Number of Meetings: Three per year

BOARD OF DIRECTORS APPEALS COMMITTEE

Purpose: serve as a Committee of the Board to consider appeals from Directors who automatically resign due to not meeting the meeting attendance notification provision of the Bylaws.

Composition: 6 to include 5 members and one alternate; local officers serving on the committee may not consider appeals from among his/her own membership

Qualifications: Seated member of the CTR Board of Directors

Number of Meetings: As needed

CEO SEARCH COMMITTEE

Purpose: recommend a candidate(s) for a new CEO to the Executive Committee, when a vacancy in the position in accordance with CEO Succession Policies established by the Executive Committee.

Composition: six members including the President, President Elect, Treasurer, Immediate Past President, and two members at-large appointed by the President. The Chair to be appointed by the President, with all members approved by the Executive Committee.

Number of Meetings: as needed

CT NAR REGIONAL VICE PRESIDENT COMMITTEE

Purpose: serve as a Committee of the Board of Directors to recommend a candidate from CT for the position of NAR Regional Vice President for Region 1 to the NERC Nominating Committee. The Committee: (a) interviews Connecticut candidates interested in serving as the NAR Regional Vice President; (b) determines if and in what year to endorse a CT candidate as it is important to be strategic; (c) forwards the recommended name to the CEO to complete the paperwork and in the timing that may be required by NERC; and (d) establishes a mentoring role for ensuring the candidate is able to get visibility and appointments that could contribute to being selected by the Region.

Composition: Any past CT NAR Regional Vice President still holding active REALTOR® membership in CTR.

Number of Meetings: as needed

ENDORSEMENT COMMITTEE

Purpose: to give CT General Assembly (House and Senate) candidate endorsements on behalf of the Association (CTR). This is a committee of the Board of Directors with final authority for the endorsement decisions.

Composition: CTR Board of Directors members serving as CT RPAC Trustees.

Number of Meetings: As needed.

INDEPENDENT EXPENDITURES / NAR BASED FUNDS

Purpose: determine candidates for Independent Expenditures utilizing the NAR dues-based corporate funds provided through the National Association of REALTORS, and the separate NAR CT-based political action committee. Due to the strict restrictions prohibiting coordinated campaigns with candidates, this committee is intentionally very small.

Composition: Up to 5 members including the Chair, one Federal Political Coordinators of NAR also active in CTR advocacy efforts at the state level (preference as past state presidents) and one CTR lobbyist who may be appointed as Chair. The CTR CEO shall serve as an ex-officio non-voting member. No more than 2 may simultaneously service on the CTR RPAC Trustees.

Qualifications: Knowledge of candidates, Connecticut politics and history of serving in CTR leadership positions.

Number of Meetings: Likely three times per year during legislative election cycle.

NAR DIRECTOR SELECTION COMMITTEE

Purpose: interview applicants and select NAR At-Large Director positions for CT.

Composition: eleven Connecticut REALTORS® drawn randomly by the President from among those presently serving on NAR Committees. Candidates for the position of National Director-at-Large may not serve on the Special Committee.

Number of Meetings: as needed

PAST PRESIDENTS SCHOLARSHIP

Purpose: to select the recipient of the Past Presidents Scholarship from applications received from CREUES/UConn.

Composition: four CTR Past Presidents appointed by the President with the most immediate Past President presenting the scholarship at the UConn Awards Banquet.

Number of Meetings: one per year

REALTOR® OF THE YEAR (ROTY)

Purpose: review applications and select the individual to be named State REALTOR® of the Year.

Composition: five members - one from each Region to be selected by the respective Regional Vice President, plus the current State ROTY who shall serve as Chair.

Number of Meetings: one per year

STRATEGIC PLANNING

Purpose: to recommend a two-year Strategic Plan for the Association.

Composition: Up to 15 inclusive of a Chair and Vice Chair, to include the President, President Elect and Treasurer of the Association plus others representing a cross-section of the membership. Appointments are the two-year term cycle of the Strategic Plan.

Qualifications: Representative of the membership including company owners/managers/agents, male/female, franchise/independent, size of company, age, involved/not involved, geographic area and residential/commercial.

Number of Meetings: Once annually over a two-year period.

Subject to Separate Bylaws

RPAC TRUSTEES

Purpose: administer the independent RPAC program including but not limited to establishing governing policies that conform to state/federal laws, authorizing expenditures of PAC funds, endorsing candidates for local and state office, authorizing use of funds for Independent Expenditures using CT RPAC funds, interviewing and recommending candidates for Congressional offices in accordance with NAR RPAC requirements, and furthering the education and participation in the PAC and Political Action Funds.

Composition: Up to 15 members including a Chair, Vice Chair, Immediate Past Chair (2 year term), four Regional representatives with one from each Region appointed to staggered two-year terms, Legislative/Political DVP, Chair of the Legislative Committee, Chair of the Political Fundraising Committee, President, President Elect, Immediate

Past President and up to one at-large member (2 year term). Any NAR RPAC Disbursements Trustee from Connecticut is a member ex-officio, without a vote.

Number of Meetings: Typically between four-six times per year

CTR Standing Committee Policies:

- Absence from any meeting without an excused absence shall be an automatic resignation for the remainder of the term.
- Unless specifically stipulated, resignations during a term generally do not create vacancies to be appointed.
- CTR will keep attendance records, but will not require meeting sign-in sheets.
- Any recommendation is subject to later change by a future committee or work group. At no time should any committee expect that their recommendations are not subject to revision or change.
- Requests for subcommittees should be requested through the CEO and President to include: a) proposed purpose, b) proposed composition, c) number of meetings, d) anticipated staff or other resources necessary, e) confirmation it does not conflict or mirror the work of another CTR committee or special group. Unless otherwise authorized by the Executive Committee or President, subcommittees must fall within the authorized scope of the committee and not expand into new areas.
- All standing committees, unless otherwise stipulated in the bylaws or otherwise provided by the CTR Board of Directors in accordance with corporate statutes, are advisory in nature and do not make final determinations.
- A Quorum is a majority.
- Unless serving as Chair or Vice Chair, no committee member may serve more than 6 consecutive years; but may be reappointed following at least a year without service provided other qualifications/requirements for a committee are met. Exception: When deemed important by the President, the immediate past chairman of a committee who has exceeded the term limits may be reappointed for one additional year of service.

CTR Special Group Definitions and Policies:

Advisory Group: provides advice to President, CEO or others as defined. Advisory Groups do not make recommendations to the Executive Committee, unless otherwise requested by the CTR President.

Ad Hoc Committee: is formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Study Group: provides study to an issue as identified by the Strategic Plan, Executive Committee, Board of Directors or the CTR President. Recommendations may or may not be identified or requested.

Work Group: provides recommendations to the Executive Committee on specific topics as identified by the CTR President. Typically meets no more than one or two times. Absence from the first meeting for any reason (excused or not excused) is automatic removal from the roster of the Work Group for any future meetings.

Special Group Policies:

- Any recommendation is subject to later change by a future committee, work group, the Executive Committee or the Board of Directors. Regardless of the length of time taken in study or process, there should not be an expectation that a later group is bound by what a prior group has recommended.
- Additional appointments are not made to fill vacancies created by resignations or removals.
- A minimum of six shall be appointed to each Special Group and at least 4 attendees must be present for a special group meeting to be held.

Approved by the CTR Executive Committee 12/12/13; Revised: 5/28/14; 9/11/14; 12/15/14; 3/11/15; 4/23/15; 11/05/15; 2/04/16; 11/20/16; 12/21/16